



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

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Updated

SUBJECT: EMERGENCY PROCEDURES

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PURPOSE

For the safety of all children, staff, volunteers, parents and visitors.

REFERENCE

Head Start Performance Standard Subpart B: Early Childhood Development and Health Services Sections 1304.22(a), 1304.22(f)(2)

PROCEDURE

- Every classroom must have a copy of an emergency procedure posted.
- An evacuation map for the center should be posted in every room and escape routes marked to indicate the evacuation route from the room.
- Fire, earthquake, and other appropriate emergency drills should be conducted monthly.
- At enrollment, emergency card information will be collected for each child and updated as needed.
- An emergency card for each child is kept in a locked cabinet.
- The cards are pulled and transported with staff during emergency drills.
- Each classroom should contain a well-stocked first aid kit, whose location is clearly marked, but kept out of the reach of children.
- A regular (monthly) inventory of these kits is done.
- Addresses and telephone numbers of the local emergency response systems should be posted next to every telephone.
- All center staff should be trained on emergency procedures, center-specific policies, and evacuation plans.
- Staff will follow Universal Precautions (gloves, hand washing and proper disposal of contaminated wastes), as appropriate.
- In case of any emergency, call parent/guardian and notify supervisor.
- Staff should be trained annually and observe policy on reporting suspected cases of child abuse or neglect.